

2018 Summer Employment Program
UW-Cooperative Extension Service

COUNTY: Florence County
TYPE OF POSITION: 4-H Summer Assistant
EMPLOYMENT PERIOD: mid-May –August, dates negotiable

SUMMARY OF POSTION:

This position is designed to provide assistance to County Extension staff during the busy summer months. The 4-H Summer Assistant will increase his/her knowledge of youth development programs, community partnerships, volunteer development, the UW-Extension Service and the 4-H Youth Development Educator responsibilities. This summer position provides valuable pre-professional experience for educational and community based careers. The 4-H Summer Assistant is supervised by the Florence County 4-H Youth Development Educator.

RESPONSIBILITIES:

The 4-H Summer Assistant work involves, but is not limited to, assisting in the design, promoting, advertising, implementation and evaluation of youth development programs that benefit the Florence County 4-H program, such as summer camps, camp counselor training, and fundraising. This is an entry level position requiring significant contact with the public. This summer position provides flexibility in scheduling; however, some overnight and weekend work may be required.

QUALIFICATIONS:

- Evidence of successful leadership experience in 4-H, school and/or community organizations.
- Completion of two years of college preferred, education emphasis or child development
- Self-motivated and self-directed
- Ability to deal with a variety of people from diverse backgrounds
- Strong organizational and communication skills
- Enthusiasm and flexibility
- Knowledge of child development and youth development principles
- Valid driver's license and proof of insurability
- Must be available to work occasional nights and weekends
- Basic computer proficiency in Microsoft programs
- 4-H experience desirable
- Need to pass a background check
- Write news releases, articles
- Develop and update Facebook accounts

SALARY:

\$12.00 / hour, not to exceed 360 hours total. Reimbursement for official job travel, meals, etc. will be provided according to county policy.

APPLICATION PROCEDURE AND DEADLINE:

March 15, 2018 to:

Donna Trudell
Florence County Clerk
P.O. Box 410
Florence, WI 54121

EQUAL OPPORTUNITY:

The University of Wisconsin Extension provides affirmative action and equal opportunity in education, programming and employment for all qualified persons regardless of race, color, gender/sex, sexual orientation, creed, national origin, age, disability, pregnancy, marital or parental status, arrest or conviction record, or veteran status.